

PROSPECTUS

2018 - 2019



Vidya Vikas Academy

SHREE DAMODAR EDUCATIONAL CAMPUS,
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CURRICULUM

The year comprises two terms: June to September and October to April. The school follows the curriculum of the Central Board of Secondary Education (CBSE), New Delhi.

ADMISSION:

Parents and guardians are informed that admission will be strictly on merit.

Any effort to seek admission through recommendations will debar a pupil from getting admission. Such applications for admission may not be entertained / processed.

Admissions to any class depends on the availability of a seat. Maximum number per division is 40 pupils as per CBSE BYE-LAWS.

1. The School Management reserves to itself the right of admission.
2. All queries for admission may be addressed directly to the Principal.
3. The Principal is the final authority to grant /refuse admissions.
4. The school is open to boys and girls, irrespective of caste or creed, provided the child fulfills certain requirements set by the school management and the parents undertake to comply with the rules and regulations framed or to be framed by the school management.
5. Academically, the school has the following sections:
Pre-Primary Section: Nursery, Jr. KG and Sr. KG

Primary: Classes 1 to 5

Middle School: Classes 6 to 8

Secondary: Classes 9 & 10

Senior Secondary: Classes 11 & 12 (Science)
6. Applications for admission to all classes for the academic year commencing in June will be accepted in December of the previous year.
7. Those who complete 3 years by May 31st of the relevant year are eligible for admission to the Nursery in June of that year.
8. There is no test/ interview for admission.
9. All pupils who join fresh from home or from a private school must produce their Birth Certificate in support of the date of birth entered in the admission form and passport size photographs (02 Nos).
10. (A) Pupils who have attended a recognized school in India (out of Goa State) and seeking admission for Classes 1 to 9 must submit the :

- a) Leaving Certificate from the school last attended countersigned by the Educational Inspector of the state from which (s) he comes.
 - b) Copy of the last Progress Report, clearly stating whether the student has qualified / not qualified and eligible / not eligible for the class for which admission is sought.
 - c) Copy of the Birth Certificate.
 - d) Transfer Certificate
 - e) Migration Certificate (if applicable)
 - f) Caste Certificate in case of SC / ST / OBC
 - g) Reason for Leaving Previous School
 - h) Documentary Evidence in support of the reason for changing the school.
 - i) Passport Size Photographs (02 Nos)
 - j) Students seeking admission to Class 8 and 9 will have to appear for a written test to assess the academic excellence of the students.
- (B) For Overseas Students, in addition to documents listed above in 10. (A), kindly submit scanned copies of the following documents:
- a) The School Leaving Certificate, duly endorsed by the Education Authorities and the Indian Embassy;
 - b) The last three years Progress Report;
 - c) Copies of the relevant pages of the Passport;
 - d) Copy of OCI Card (for Indians)
 - e) Police Clearance and Registration at Foreigners Office, Panaji, Goa (for foreigners)
 - f) For pupils who have not studied Hindi, a separate letter of application for exemption from the study of Hindi should be forwarded to Principal by the parents.
 - g) Students seeking admission to Class 8 and 9 will have to appear for a written test to assess the academic excellence of the students.
- (C) No direct admission to Class X and XII. In case of transfer from other CBSE School, For admission to Class X, pupils have to submit the following:
- a. Letter from parents to Principal with :
 - (i) Reasons for admission
 - (ii) Reason for Leaving Previous School in Class IX / X
 - b. Documentary Evidence in support of the reason for changing the school.
 - c. Leaving Certificate / Transfer Certificate from the CBSE school last attended countersigned by the Educational Inspector of the state from which (s) he comes.

- d. Copy of the last Progress Report, clearly stating whether the student has qualified / not qualified and eligible / not eligible for the class for which admission is sought.
- e. Copy of the Birth Certificate.
- f. Caste Certificate in case of SC / ST / OBC
- g. Passport Size Photographs (02 Nos)
- h. CBSE Board Registration Card (of Class 9)

The admission will remain provisional until the post facto approval is obtained from the board in accordance with Rules 7.3 and 7.5 of the Examination Bye-Laws

- 11. For admissions to Class 1 under RTE, kindly contact the Principal
- 12. The admission will ipso facto be invalidated if the Leaving Certificate of the previous school or if the candidate joins fresh from home, the Birth Certificate is not produced within fifteen days from the date on which the pupil joins the school.

ADMISSION-GENERAL CONDITIONS

1.1 A student seeking admission to any class in a 'School' will be eligible for admission to that class only if he:-

- (i) has been studying in a school recognized by or affiliated to this Board or any other recognized Board of Secondary Education in India:
- (ii) has passed qualifying or equivalent qualifying examination making him eligible for admission to that class:
- (iii) satisfies the requirements of age limits (minimum & maximum) as determined by the State/U.T. Government and applicable to the place where the School is located:
- (iv) produces:-
 - (a) The School Leaving Certificate/Transfer Certificate signed by the Head of the Institution last attended and countersigned; and,
 - (b) documents(s) in support of his having passed the qualifying or equivalent qualifying examination.

Explanation:-

(a) A person who has been studying in an institution, which is not recognised by this Board or by any other recognised Board of Secondary Education or by the State/U.T. Government of the concerned place, shall not be admitted to any class of a 'School' on the basis of certificate(s) of such unrecognised institution attended by him earlier.

(b) 'Qualifying Examination' means an examination-the passing of which makes a student eligible for admission to a particular class and 'equivalent examination means—an examination conducted by any recognised Board of Secondary Education/Indian University

or an institution recognised by or affiliated to such Board/University and is recognised by this Board equivalent to the corresponding examination conducted by this Board or conducted by a "School" affiliated to/recognised by this Board.

1.2 No student migrating from a school in a foreign country other than the school affiliated to this Board, shall be eligible for admission unless an eligibility certificate in respect of such a student has been obtained from this Board. For obtaining eligibility certificate from the Board, the Principal of the School to which admission is being sought will submit to the Board full details of the case and relevant documents with his own remarks/recommendations. The eligibility certificate will be issued by the Board only after the Board is satisfied that the course of study undergone and examination passed is equivalent to the corresponding class of this Board.

1.3 No person who is under the sentence of rustication or is expelled from any Board/University/School or is debarred from appearing in the examination for whatever reason by any Board/University shall be admitted to any class in a School affiliated to this Board.

1.4 No student shall be admitted or promoted to any subsequent higher class in any school unless he has completed the regular course of study of the class to which he was admitted at the beginning of the academic session and has passed the examination, at the end of the concerned academic session qualifying him for promotion to the next higher class.

FEES:

1. The admission fee along with the first term fees must be paid at the time of admission. All cheques must be drawn in favour of VIDYA VIKAS ACADEMY. Fees once paid shall not be refunded.
2. The fee structure shall be as decided by the Management and approved by the Directorate of Education, Government of Goa.
3. Fees will be paid through HDFC SmartHub

FEE RULES:

1. All fees must be paid as per the details and schedule intimated by school authorities.
2. The fees for the last academic year 2017 - 2018 which have been approved by Director of Education, Govt. of Goa are as follows:
Rs. 49500/- for Classes 1 – 4
Rs. 60500/- for Classes 5 – 10

Rs. 85000/- for Class XI (Science)

Rs. 83000/- for Class XII (Science)

Admission fee for new students is Rs. 1000/-

The annual increase in the fees will be subject to approval from Director of Education, Govt. of Goa.

3. Delay in payment beyond one month from the due date renders a pupil liable to be struck off the rolls.
4. No Leaving Certificate will be issued unless all fees have been paid.
5. As per Rule 24 of the Goa School Education Act 1986 "The name of a student may be struck off the rolls by the head of the school on account of non-payment of fees and other dues wherever applicable, for 90 days, after the last day for payment.

WITHDRAWAL:

1. One week's notice in writing is required for the withdrawal of a pupil.
2. Notice of withdrawal should be given before the fifteenth of the month, else the fees for the following month will be charged.
3. Requisition for leaving certificates must be made on the form available in the school office.
4. Notice for a Leaving Certificate must be given by the parent or guardian.
5. No Leaving Certificate will be issued unless all fees have been paid.
6. If the Leaving Certificate has to be endorsed by the Education Officer (for pupils leaving the State of Goa), the certificate must be forwarded to the Education Department by the parent.

TRANSFER CERTIFICATE:

Students who intend to leave the school will have to apply for Transfer Certificate before the last working day of April every year. No application for Transfer Certificate will be entertained in the month of May.

RULES OF CONDUCT AND DISCIPLINE

(Framed by the School Management for the health, safety, wellness, security and welfare of the pupils. The Management may add, alter or delete as they deem necessary for the smooth conduct of the school and the welfare of the pupils.)

A. THE SCHOOL HANDBOOK

1. Parents should kindly check the School Handbook every day, especially the Daily Assignment pages and the Teacher's Remark Page.
2. Page 1 and Declaration Forms should be duly entered by parents.
3. Every day of absence of the pupil and all requests for leave should be entered in the Non-Attendance & Leave Record Section.
4. All communications to the Teacher / Principal should be made in this book on the relevant pages.
5. Please acknowledge all remarks/ Circulars in the Handbook, by signing them.
6. Pupils must arrive in school on time and attend school regularly.
7. Pupils must wear the proper school uniform and be neat and well- dressed;
8. Pupils must bring the SCHOOL HANDBOOK to school daily;
9. Pupils must be disciplined, speak politely and respect themselves and others.
- 10. Pupils should not bring toys, games, magazines, cell-phones (prohibited on campus by the Directorate of Education. Govt. of Goa), I-pods, CD's, expensive articles, etc. as they are a distraction to the pupil and others in class. Such articles if found, will be confiscated and will be returned only at the end of the academic year.**
11. Pupils must be soft-spoken, polite and courteous, should not fight with or hit others and use good language at all times.
12. Pupils must bring a wholesome midday snack from home.
13. Pupils may bring a minimum amount of cash, as they may require for travel.
14. Pupils should walk quietly and keep to the left while in the corridors and on the staircase
15. Pupils should not play in the class and corridors, rather they should use the school grounds.
16. Pupils should respect their elders and greet them whenever and wherever they meet.
17. Pupils should help in keeping their class and campus clean and beautiful.
18. Pupils must switch off lights and fans when leaving class and leave the class clean at all times.
19. Pupils should respect the Class Prefects and Leaders who are appointed to assist in the discipline of the school.
20. Pupils must take a keen interest in their studies and class / school activities and use every opportunity for their all-round formation.
21. Pupils must practice simplicity and austerity by using simple, inexpensive articles (school bag/water bottle/compass box/pens).

22. Pupils should form good habits and refrain from adopting bad habits and using undesirable language.
23. Pupils should appreciate and abide by the rules which have to be enforced by the school authorities for the health, safety and wellbeing of the pupils.

B. PERSONALITY & DEPORTMENT

1. The Vidya Vikas Academy pupils are always, well-groomed, smart and presentable. Boys have their hair cut short (no styles) and lightly oiled. Girls with long hair will have the hair plaited neatly (for their safety on campus). Girls with short hair (no styles) will use a plain black hair band to keep the hair off the face and behind the ears. Girls do not use fancy hair clips or any jewellery. Girls who have their ears pierced may use a small plain flat stud earring (for their safety)
2. Vidya Vikas pupils have their hair lightly oiled, their uniform clean and well-ironed, keep their finger nails clean and short, shoes well-polished.

C. CLASSROOM ETIQUETTE

1. I must be disciplined and attentive.
2. I must respect myself and others.
3. I must respect my property and that of others and the school.
4. I must complete my work and submit my work on time.
5. I must benefit from the teaching and allow my friends to do so too.

D. HOW CAN PARENTS HELP THE PUPIL?

1. The bag is packed according to the timetable.
2. The pupil does not have any toys, games, unnecessary books/articles.
3. The pupil has the material required for the project.
4. Discipline problems begin with: not wearing the proper uniform, hair not combed, nails not pared, shoes not polished, books not brought, homework not completed, School Handbook not brought, remarks not signed, arriving late, etc. This causes a pupil to be questioned about the non-compliance of the rules. Very often the parent is disturbed by this too and it leads to a lot of time and energy expended on such issues. Hence our request to you to be particular and insist that your children comply with the norms set in their interest.

E. HOW THE SCHOOL WILL HELP THE PUPIL:

1. Teachers will see that pupils complete their work.
2. Teachers will correct the Class work and Homework books.
3. Teachers will take up remedial work. when necessary
4. Material for craft and activities will be provided by the school.
5. Projects will be done in class
6. Pupils will be encouraged and guided to participate in co-curricular and extra-curricular activities.
7. Pupils will always be loved, cared for and respected.

F. FOR INFORMATION:

1. Hours of class attendance are:
 - Pre-Primary :0815 hrs to 1145 hrs (Monday to Friday)
 - Classes 1 to 5 : 0725 hrs to 1310 hrs (Monday to Friday)
 - Classes 6 to 10 : 0725 hrs to 1330 hrs(Monday to Saturday)
 - Classes 11 & 12 : 0725 hrs to 1340 hrs (Monday to Friday)
 - Classes 11 & 12 : 0725 hrs to 1200 hrs (Saturday)
 - Weekly Holiday
Pre – Primary & Classes 1 to 5: (Saturday &Sunday)
Classes 6 to 12: (Sunday & 1st Saturday of the month)
2. Every Vidya Vikas Academy pupil is proud of his/her school and contributes to the high standards and tone of the school by his / her manners and deportment.
3. Pupils should report to the school authorities / Class Teacher any damage done to school property.
4. The school will take all precautions for the security of the pupils and their belongings on campus but cannot be held responsible for books, cash and other articles lost by the pupils in school.
5. On serious medical grounds, certified by the family physician, a pupil may be granted an exemption from PE / Games. These pupils are required to report to the Librarian and spend their time profitably, reading in the library.
6. No fines may be levied or collections made without the permission of the Principal.
7. No gifts may be given to the staff.

8. Birthdays of children will not be celebrated in school - however a single sweet may be distributed and pupils use their school uniform.
9. Apart from National & International Days mentioned in the diary of activities, no other days may be celebrated in school, such as Friendship Day, Carnival etc.
10. Pupils may leave school during school hours, only if escorted by the parent / guardian, and with the sanction of the Principal who will attest the entry made by the parent in the School Handbook. The Movement Register would have to be signed by the person taking the pupil home.
11. Pupils using the computers should not use the internet unless supervised by the staff.
12. The school shall take every precaution for the safety and well-being of the pupils when out on excursions, field trips, camps and tours but cannot be held responsible or liable in case of an accident or unforeseen happening.

REFLECTIONS ON DISCIPLINE & ACCOUNTABILITY

The school will be very firm on any form of indiscipline which may emotionally or physically harm our pupils. Please understand our efforts and responsibility to help all our pupils. Discipline is the responsibility of every adult, parent and teacher, everywhere, all the time. Let us empower our children with the virtues of patience, tolerance and understanding as well as a compassionate and humane approach to problems they may face today and in the years ahead. Staff and parents, let us be calm in all situations and at all times as our children learn from us and become what we are.

Children will be children and there may at some time or the other be problems between them in their class or the school. Unfortunately and very sadly, sometimes an exchange of words ends in an exchange of blows.

Coming to blows and exchange of abusive language is not acceptable behavior. The school upholds a peaceful, non-violent and tolerant co-existence. The rules of the school strongly forbid any form of violence or abuse in the school campus nor do we encourage or appreciate violence and abuse anywhere else. When problems among children are observed or brought to our attention, the teachers or school authorities speak to the concerned children and every effort (non-abusive/non-violent) is made to make the child realise the importance and value of self-discipline.

- The School Officials (Captains, Vice Captains, Leaders, Class Prefects) who are responsible pupils, assist with the discipline and keep the school authorities informed about any indiscipline in class or on the campus. This also helps develop leadership and

responsibility.

- When parents come to know of problems between children or cases where the children have come to blows, please come immediately to the Class Teacher or Principal, inform them about what has happened and we will look into the matter. Parents cannot take the law into their own hands, drag a child to the office or reprimand him/her or hit him/her.
- Parents may not reprimand any other child on or off campus. Please note that this is abuse and a violation of the child's rights.
- Parents may not forcibly restrain, detain or bring any child to the school authorities. This would not be fair in the case of your own child too.
- Proper decorum (no matter how upset you are) will be maintained while on the school campus and particularly when speaking to the school staff or in the school offices and when speaking to school authorities.
- "An eye for an eye only ends up making the whole world blind." Please do not expect the school authorities to mete out severe punishments which could physically or emotionally hurt the child. All our children are rational and understanding human beings, thank God for them, and they do not need punishments. Please read the Supreme Court Guidelines on child abuse. It is sad also to ask our children to retaliate, even with words. What are we teaching our children?
- When you ask for one child to be severely punished with a particular form of punishment, ask yourself whether you would like the same for your child should (s) he ever err.
- Tarnishing the name and image of the very school in which your children study, in public, through any media reports / presentations or other writing is not appreciated

SCHOOL UNIFORM

PUPILS MUST USE THE CORRECT UNIFORM (Colour, shade and pattern), Plain white socks (mid-calf length) and black leather shoes (black open sandals are permitted during the rainy season).

Nursery to Sr. KG: BOYS: Pink and white pin-stripe shirt and pink shorts GIRLS: Pink and white pin- stripe A-line dress

Class 1 to 10: BOYS: Mushroom colour shirt - Quality -62527 spun, colour code -21, Olive green knee length shorts

GIRLS: Mushroom colour shirt - Quality -62527 spun, colour code -21 Olive green pinafore (knee length)

Boys of Class 1 to 10: Olive green knee length shorts

Boys of Class 8 to 10 may use trousers

Class 11 & 12 - Details of school and sports uniform is available in the school office.

SPORTS / PE UNIFORM:

Boys Classes 1 to 5: VVA T-Shirt and white shorts (use knee length shorts) with white socks and white canvas shoes (without any design/colour)

Boys Classes 6 to 12: VVA T-Shirt and Navy Blue track pant with white socks and white canvas shoes (without any design/colour)

Girls Classes 1 to 5: VVA T-shirt and shorts-cum-skirt with white socks and white canvas shoes (without any design/colour)

Girls Classes 6 to 12: VVA T-Shirt and Navy Blue track pant with white socks and white canvas shoes (without any design/colour)

Pupils must wear the Sports Uniform on PE Days, Yoga Days, for the Annual Athletic Meet, and when representing the school at Inter School Sports events.

Pupils of Classes 6 to 9 should use Scout/Guide / NCC / RSP Uniform for meetings and when on duty.

Only Black / Navy Blue / Military Green sweaters / jackets may be used if required in monsoon / winter.

TEXT BOOKS , NOTE BOOKS AND SCHOOL BAGS

1. A list of text and note books, a pupil will require will be given to the parents along with the Progress Report each year. These books may be purchased from any stationery shop.
2. SIMPLE, LIGHT, SMALL SCHOOL BAGS should be used in keeping with the number of books to be carried.
3. Classes 1 to 5 : All TEXT Books should be kept at home except for language text books and all NOTE Books will be kept in school and sent home when required.

LEAVE AND ABSENCE

1. Pupils must not absent themselves without prior leave, unless in case of an emergency.
2. No leave is granted except for serious reasons and is to be entered in the nonattendance and leave record in this calendar. Notes on paper will not be accepted.
3. After an absence due to contagious illness, a fitness certificate from the doctor must be produced.
- 4. All absence/leave must be recorded in the non-attendance and leave record in this calendar.**
5. In case of absence for more than three days, due to an illness or emergency, the school should be informed by the parents. On returning to school, the entry must be made in the calendar.
6. A week's unexplained absence may result in the name of the pupil being struck off the rolls.
7. All pupils must be present on the re-opening day and after the vacation, at the commencement of Term 2.
8. Pupils must be punctual; late arrival will be entered in the Late-Attendance Record of the school handbook.
9. Late coming and regular absence will disqualify a pupil for school awards.
10. A pupil requires 90% attendance to be promoted.
11. Sectional, religious holidays are allowed on a prior application from the parent in the Non-Attendance and Leave record of the school handbook.
12. STUDENT MOVEMENT REGISTER is to be entered by parents taking their children home early, during school hours.

VISITING SCHOOL

(For the safety of our pupils, visitors to school will kindly observe the following)

Parents may visit the school only on the days and timing specified or by prior appointment. Parents who have any book / article /snack box to give the pupil after school day has commenced may leave it at the Security Cabin with the name and class of the pupil clearly indicated.

Ex-Students and other visitors may visit the school only by prior appointment. All visitors

to the school will make an entry in the VISITOR'S REGISTER, wear the Identification badge given to them at the Security Cabin when entering and return it when leaving.

ONLY IN EMERGENCIES, CONTACT THE SCHOOL AUTHORITIES ON THESE NUMBERS FROM THE GATE:

208 (Office) / **201** (Secretary to the Principal) / **202** (Principal) / **211** (Vice-Principal, Secondary

SCHOOL EXAMINATIONS:

Scheme of Examinations and Evaluation Assessment

1. Class 10 have the whole syllabus of the academic year for the CBSE Board examination
2. Three periodic tests will be conducted in school as Internal Assessment for the Board Exam.
3. Mid term and pre-board examinations will be conducted.
4. The academic year will be divided into two terms and examinations will be held at the end of each term (Classes 6 to 9)
5. The Assessment structure and examination pattern for Class IX will be similar to that of Class X. However their examination will be school based.

Weightage for Assessment : Class 9

- a) First Term : 80 marks for half yearly exam.
This exam is a preparatory exam and will not have weightage for final assessment.
- b) Three periodic written tests will be conducted in the entire year and the average of the best two will be taken.

Final exam : 80 marks : school based (complete syllabus - class 9)

- Student has to secure 33% marks out of 80 marks in each subject.
- Student has to secure 33% marks out of overall of 20 marks of internal assessment.

Classes 6 to 8 will have two term examinations and two periodic test, which will be school based.

Weightage for Assessment : Classes 6 - 8

- a) First Term : 80 marks for half yearly exam
 20 marks Periodic Assessment

Written exam of 80 marks with syllabus covered till announcement of half yearly exam dates.

- b) Second Term : 80 marks for yearly exam
 20 marks Periodic Assessment

Written exam for 80 marks with syllabus coverage as below :

Class VI : 10% of 1st term covering significant topics + entire syllabus of 2nd term.

Class VII : 20% of 1st term covering significant topics + entire syllabus of 2nd term.

Class VIII : 30% of 1st term covering significant topics + entire syllabus of 2nd term

Periodic/ Internal Assessment of 20 marks

- Periodic Test 10 marks with syllabus covered till announcement of test dates.
- Note book submission 5 marks at term end
- Subject enrichment 5 marks at term end.

Grading Scale for Scholastic Areas (Classes VI-VIII)		Grading Scale for Scholastic Areas (Class - IX)	
(School will award grades as per the following grading scale)		(School will award grades as per the following grading scale)	
MARKS RANGE	GRADE	MARKS RANGE	GRADE
91 - 100	A1	91 - 100	A1
81 - 90	A2	81 - 90	A2
71 - 80	B1	71 - 80	B1
61 - 70	B2	61 - 70	B2
51 - 60	C1	51 - 60	C1
41 - 50	C2	41 - 50	C2
33 - 40	D	33 - 40	D
32 & below	E (Needs improvement)	32 & below	E (Failed)

The academic year will be divided into two terms and examinations will be held at the end of each term (Classes 3 to 5).

Weightage for final assessment : Classes 3 - 5

- c) First Term : 10% of E1, 10% of E2 & 30% of Term 1 -Total 50% - (A)
- d) Second Term : 10% of E3, 10% of E4 & 30% of Term 2 - Total 50% - (B)
- e) Final Results : 50% of the 1st Term + 50% of the 2nd Term (A+B) = Total 100%.

Class 3 : Term examinations will be of 20 marks each.

Classes 4 & 5 : Term examinations will be of 40 marks each.

No term examinations will be held for Classes 1 & 2.

Weightage for final assessment : Classes 1 - 2

First Term : 25% of E1 and 25% of E2 - Total 50% - (A)

Second Term : 25% of E3 and 25% of E4 - Total 50% - (B)

Final Results : 50% of the 1st Term + 50% of the 2nd Term (A+B) = Total 100%

- Students scoring 33% and above in all subjects and in the aggregate will qualify for promotion to the next class.
- Attendance for all tests for all classes from 1 to 10 is compulsory. No re-test will be conducted.
- Students found using unfair means during any Test or Term exams will be marked zero in that subject. No re-test will be held for such students. These students will not be eligible for any academic award.

The following 9 point Grading System will be followed for all Exams (Class 1 - 5)

Marks Range	Grade	Grade Point
91 - 100	A1	10.0
81 - 90	A2	9.0
71 - 80	B1	8.0
61 - 70	B2	7.0
51 - 60	C1	6.0
41 - 50	C2	5.0
33 - 40	D	4.0
Less than 33	E	

- The results of the examination are final and shall not be reconsidered.
- No request for Photostat copies of the answer scripts of any test / examination will be entertained.

VACATIONS

The school follows the holidays prescribed by the Department of Education, Government of Goa, though we may commence and end classes earlier/later to meet the number of working hours required by the CBSE as well as in keeping with the school programmes.

STUDENT SEARCH

The School Authorities may search a pupil's bag/desk at any time without notice or consent to check for unwanted/undesirable articles or in the event of a theft reported by a pupil.

PHOTOGRAPH CERTIFICATION (Size - 3cm x 3cm)

When submitting passport-size photographs to be attested on any forms, the photograph should be a recent photograph (not more than 6 months old) and the pupil should be in school uniform.

PUBLIC EMERGENCIES

The school will always remain open on working days even though there may be a strike, a bandh, heavy rainfall or any calamity. The decision to send the child to school or not, rests with the parent. PLEASE DO NOT CALL THE SCHOOL TO FIND OUT WHETHER THE SCHOOL IS WORKING OR NOT.

On days when school is in progress and a sudden disturbance arises resulting in a threat to the students safety, we shall contact the parents or they may come and take the child home.

FOR IMPORTANT COMMUNICATIONS TO PARENTS

1. An SMS ALERT will be sent.
2. E-mail Alerts / Messages / Fedena Notifications will be used for attendance, important notices, assignments, worksheets, project work etc.
3. A telephone call will be made for medical emergencies / accidents / other serious individual student issues.

PROMOTIONS

1. Pupils of the Pre-Primary upto Class 2 are encouraged to achieve a high standard in tests, projects, assignments, class work, skills, aptitude, talents, discipline and values.
2. In addition to the above, pupils of Classes 3 to 8 are encouraged to maintain high standard in every subject at the Assessment.

3. Pupils of Class 9 to 12 are expected to maintain the standard required for the AISSE & AISSCE Examination.
4. In the interest of pupils who have not reached a satisfactory level at the end of the academic year, these cases could be reviewed jointly by the parents and the teachers and promotion will be subject to performance in Improvement Examination.

RECOMMENDATIONS TO PARENTS

1. Parents are expected to co-operate with the School Authorities in their insistence upon punctuality, discipline personal cleanliness and the preparation of daily assignments.
2. Parents are invited to take a keen interest in the academic work of the school and encourage their children to participate in the co-curricular and extracurricular activities.
3. Parents are required to sign Test Books and Term Reports
4. Parents should keep an eye on the Late Attendance Record page.
5. Parents should attend the Open Days.
6. Parents should meet the teachers, whenever called and take note of how they can help their wards in their academic progress.
7. Parents should not meet their children during class hours.
8. Parents are informed that results will be declared Online for all exams for Classes 1 to 10 and the Progress Report Card will be given at the end of the academic year for Classes 1 to 9. Progress Reports are to be filed and preserved carefully for future necessary reference (College admission, etc.) **The school is neither bound to issue fresh duplicate reports of the same nor give a statement of marks for consecutive years in the event of reports being lost.**
9. Parents, guardians or other persons are not allowed to meet the staff during class hours, without the sanction of the Principal. Only in case of emergencies should the Principal be requested to grant permission to meet a teacher.
10. Parents who feel that their child needs help in a particular subject should contact the Principal.

With the assistance of the class teacher, remedial work will be done.

11. Criticism of a teacher /the school in the child's presence should be scrupulously avoided as it causes the child to lose respect for the teacher with the consequent failure to appreciate and learn what he/she is taught. Should you have a legitimate complaint, meet the Teacher/ Principal without fear of reprisal.

All Serious complaints will have to be made in writing.

12. As your child advances in age, guide him/her to become a resourceful and useful individual.

With this in view, pupil will be assigned various duties in school to foster dignity of labour and develop self-dependence. Encourage self-help for studies and work.

13. Parents should not encourage their children to absent themselves from school as it retards the child's progress and minimizes his/her respect for hard work with consequent failure to progress in his/her studies.

14. Parents are to understand that they cannot dictate to the school authorities on matters of school policy. Proper dress code, decorum and language should be maintained at meetings and interaction with the management and staff.

15. Please note that while the school will be very firm on any form of indiscipline which may emotionally or physically harm on pupil, we also appeal to you as enlightened and educated parents to understand our efforts and responsibility to help all our pupils. We also appeal to you to empower your children with the virtues of patience, tolerance and understanding as well as compassionate and humane approach to problems they may face today and in the years ahead. I also appeal to you and your children to bring to our attention immediately any untoward incident that involves them.

Parents must guide the pupils to use internet appropriately at the right age and with proper vigilance on the part of the parents.

16. We must accept our children as they are, with their talents and limitations, strengths and weaknesses. While providing every opportunity for their all-round development, care should be taken not to pressurize the children with our own expectations of them. What is important in life is not the races we've won but how well we've run them.

ACADEMIC - LACK OF PROBITY

Any time that the pupil misrepresents academic performance amounts to being dishonest:

1. Copying from another pupil during a test or an examination.
2. Allowing other pupils to copy from one's own work, be it an assignment, project, test or examination.
3. Arranging with other pupils to give or receive answers through signals, during a test or examination.
4. Using or possessing any written material, books or information that could be used during the test or examination.
5. Failing to comply with the rules for the procedures to be followed during a test / examination such as not talking to others, being in one's place, observing silence in the test / examination room, keeping all bags outside the exam room / hall.
6. Attempting to change scores or grades or altering marks or any answers on graded sheets returned to the pupils.
7. Use of plagiarism: Representing work done by others as one's own work / citing a fictitious source in a submitted work / failing to cite the sources in a submitted assignment / project.

Consequences of Academic Lack Of Probity / Unfair Means

1. Pupil will receive a zero grade for the respective work (Test / exam/ assignment / project).
2. For repeated inappropriate behaviour parents may be asked to work with the child at home for a period of time before the child resumes classes at school.

PROJECTS

Projects will be done from Class 1 onwards English, Hindi/ French/Konkani, Math, Science and Social Sciences.

Project will be done in class by the pupils, after the teacher has explained the project. They will be guided by the teacher who will encourage and appreciate the individual effort of the child and group work.

REMEDIAL TEACHING

Tuitions are highly detrimental to the progress of the child and the development of self study habits.

Remedial teaching is not tuition. The teacher or parents determine the area that needs attention - spellings or grammar in languages, handwriting, tables or basic concepts in maths, reading. The teacher will then work with the child over a given period of time to overcome the program. Once the child has reached a level of proficiency, s(he) will cope without future help.

Thus, remedial teaching is not a permanent feature and does not burden the child. Strict action will be taken if pupils are found taking tuitions from a teacher of this school.

INCLUSIVE EDUCATION

Inclusive Education is based on the simple idea that every child and family is valued equally and deserves the same opportunities and experiences.

The school has Life Skills Resource Room for differently abled students and an Academic Resource Room for the students with Learning Disability.

For pupils diagnosed with Intellectual Challenges (MR - Mentally Retarded), Autism, Attention Deficit Hyperactivity Disorder (ADHD), Cerebral Palsy (CP), Learning Disability (LD) and any other challenges / disabilities who are not aggressive or violent, parents need to meet the Principal and produce a medical report duly authorized by a medical practitioner and a Govt. Certification by Institute of Psychiatry and Human Behaviour (IPHB) to the school at the time of Admission.

WORK EDUCATION

Pupils of Classes 1 to 10 will undertake varied activities, projects and programmes to develop environmental awareness, responsibility and respect for public property, national pride, dignity of labour, community service and civic sense.

LIBRARY

1. Silence is to be maintained in the library at all times.
2. The school has a well - equipped library with a balanced collection of books on subjects prescribed for study and a reference section with encyclopedias and books on general knowledge as well as books for reading pleasure.
3. Computerization of Library Records, Bar Coding of Books & Email Alerts introduced for issue/return of books.
4. E-Books available on TABS for students. Datamini TABS introduced for browsing / project work.
5. PUPILS ARE ADVISED TO CULTIVATE THE HABIT OF READING
6. All books must be handled with care.
7. Primary children will be given books to read in class. Pupils of class 4 upwards may be issued books for reading at home, by the librarian.
8. Books will be issued once a week, on the day fixed.
9. Books must be returned on the due date.
10. Pupils should read with understanding. All books read should be entered in the Library Reading Record of this calendar.
11. Pupils should not write in the books borrowed or tear out pages. Check the book as soon as it is issued to you and report any damage to the teacher/librarian immediately.
12. Parents will have to pay for books damaged /destroyed or lost by the pupils.

The School Library will be open upto 1500hrs (Monday to Saturday) to give our pupils the time and opportunity to enrich their thoughts, ideas, knowledge, vocabulary and writing styles while enjoying many hours lost in the fascinating world of books.

SCHOOL INFIRMARY

1. The school infirmary has a qualified nurse.
2. First Aid is administered incase of minor injuries.
3. Incase of injuries of a serious nature, parents are informed immediately and the child is taken to the government hospital.
4. The school cannot be held responsible for such accidents.
5. No Oral Medication is administered in school.

COMPUTER STUDIES

The school has introduced COMPUTER EDUCATION for Class 1 to 10. The programme aims at giving out children practical training, to equip them with the skills necessary for this computer age.

SCHOOL MAGAZINE

VidyaVarsha, our School Magazine gives the pupils an opportunity to explore the literary world and develop creativity in writing. Pupils are encouraged to send in their original contributions in the form of short stories, articles, reports and other literary works.

Parents must ensure that the work has been done by the child. The school also encourages the pupils to submit articles and drawings of an exceptionally high standard which will be forwarded to children's magazine/periodicals/newspapers for publication if approved by them.

The Editorial Team reserves the right to print suitable works done by the pupils.

BEHAVIORAL PROBATION

Vidya Vikas Academy is committed to creating a safe, non-threatening, harassment free learning environment in which pupils can learn and teachers can teach. Pupils are expected to behave well, as most pupils do.

Our behavioral probation programme is designed to encourage pupils to behave in a socially acceptable manner during school hours.

The objective is to have pupils understand their inappropriate action(s) and to enable them to take the necessary steps to change their behaviour. Consequences for misbehavior are intended to be logical and appropriate to the severity of misconduct.

The Child Study Team (CST) i.e. the Vice Principals, School Health & Wellness, Teacher(s) concerned and two other teachers (one who has known the child in a lower class and one who has not taught the child) will meet the child and decide on the measures to assist the child and also the necessary action which will not be corporal punishment or any humiliating action. The pupils will be placed in 'behavioral probation'. This means that for that period they will not be permitted to participate in class/school co-curricular activities/after school programmes. Parents will be kept informed.

The following are areas of behaviour that will result in disciplinary action:-

Physical aggression which includes hitting, punching, biting, bullying, spitting or invading another person's personal space or privacy or any action that causes physical injury;

Verbal Harassment includes being verbally abusive, teasing, taunting, making denigrating remarks (racial, religious, sexual and personal), bullying (a conscious effort to hurt the feelings, threaten or frighten);

Inappropriate bodylanguage which involves use of unacceptable body gestures and mannerisms towards others;

Disrespect to staff and pupils which includes defiance of authority, lying, cheating, displaying disobedience, non-completion of assignments / homework; unprepared for class;

Non- Compliance with the school rules

- a. Leaving the school campus without permission
- b. Tardy to class (3 times in a week /12 times in a term)
- c. Possession and use of prohibited articles - mobile phones/ l-pods / magazines /slam-books / CD's / Pen drives /toys etc.
- d. Dress code violation.
- e. Unauthorized absence
- f. Defacing School Property and Vandalism
- g. Cheating/Dishonesty
- h. Unauthorized entry in restricted areas/loitering in the VVM Campus / Visiting the college canteens on campus.
- i. Posting school photographs / photographs clicked in school or VVM institution campus on social media and comments on school / staff / students on any social media.

Vidya Vikas Academy

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How to apply:

Visit us at www.vidyavikasacademy.edu.in

Fill the Admission Form & submit online.

Thank you.

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